



Employee Resignation/Separation/Retirement Check Off Form

This form can be used to verify that a department has collected all district equipment and/or items from an exiting employee. This form has been created as a template. It can be updated with your department/site information. *For internal use only, keep form on file at site.*

Employee Name: _____ Separation Date: _____
 ID Number: _____ Phone Number: _____
 Department: _____ Name Of Supervisor: _____
 Employee's Current Address: _____ Employee's New Address & Effective Date: _____
 (If applicable)

Items to Return	Return to listed Dept.	Applicable To You		Equipment Serial Number / Comments
		Yes	No	
Office Key (s)	Maintenance	Yes	No	
Procurement Card	Finance	Yes	No	
Parking Pass	School Police	Yes	No	
District ID Card	School Police	Yes	No	
Multimedia Equipment	IT	Yes	No	
Cell Phone	IT	Yes	No	
Laptop/ipad	IT	Yes	No	

Please have exiting employee complete the following actions before departure:

- Update phone message/voicemail, directing to new contact.
- Update outgoing message on district email, directing to new contact.
- Transfer all district electronic files to supervisor.

I certify that all district property has been returned.

 Exiting Employee Signature Date Supervisor or other Designee Date